



ASSOCIATION OF STATES AND TRIBES

c/o Garland Erbele, Search Committee Chairman
523 E. Capitol, Pierre, South Dakota 57501
Telephone: (605) 773-3352; Fax: (605) 773-4068

POSITION ANNOUNCEMENT
December 15, 2010

Position Title: Executive Director

Location: This position requires that the Executive Director reside within one of the States located in the Missouri River Basin.

The Association:

The Missouri River Association of States and Tribes (MoRAST) is an organization formed on behalf of seven States and the American Indian Tribes in the Missouri River Basin. MoRAST serves as a forum for the identification, discussion, and resolution of issues of concern to the basin States and Tribes, including matters of interstate comity and matters of common concern which arise due to the actions and programs of the federal government, states, tribes and other interests. MoRAST is involved in facilitating management of the natural resources of the Missouri River Basin including water resources, fish and wildlife, and consideration of the impacts to the economic, historical, cultural, and social resources among the basin states, tribes, and the federal government. MoRAST is incorporated in the State of Nebraska, but it may maintain an office outside the State of Nebraska as the Board of Directors may determine. The Association is an approved 501(c) 3 non-profit organization.

Duties and Responsibilities:

MoRAST is seeking an Executive Director to work as an independent contractor under a personal service contract. The Executive Director is responsible for the general administration, coordination and management of the business requirements for MoRAST. This normally includes the organization of two to four MoRAST sponsored meetings per year and the completion of related facilitation, minutes, agendas, materials and meeting arrangements along with preparation of an annual work plan and budget in conjunction with the Board, work plan progress reports and other information as needed to effectively support these events.

The Executive Director is expected to work with MoRAST Directors, federal agencies, Tribes and a variety of basin stakeholders to implement or participate in various programs of interest to MoRAST in accordance with the MoRAST Work Plan. This includes implementing a collaborative approach to the development of the U.S. Army Corps of Engineers Annual Operating Plans for the Missouri River Reservoir System; assisting with the implementation of the Missouri River Recovery Program and coordination of State and Tribal participation in the Missouri River Recovery Implementation Committee (MRRIC); monitoring and coordination of MoRAST involvement in the Missouri River Authorized Purposes Study; assisting in the development and pursuit of federal legislation and agency budgets agreed to by the MoRAST Board of Directors; conducting and coordinating outreach activities associated with Missouri River management; maintaining an informative and useful MoRAST website and preparation and distribution of an informative newsletter, generally on a quarterly basis.

The Executive Director advises the Executive Committee and the full Board of Directors on all significant issues, problems and accomplishments and consults, as necessary with the Executive Committee and Board for policy direction.

The Executive Director represents the Association with federal agencies, with members and staff of the Congress and with the water resource and conservation community and maintains active liaison and work relationships with other organizations, both private and public, that have interests in the Missouri River Basin and in its related water management and conservation issues.

At times, extensive travel may be involved to perform these duties and residence within one of the States located in the Missouri River Basin is required.

The Executive Director will be hired under a negotiated personal service contract as an independent contractor. The Contractor will annual develop, in conjunction with the MoRAST Board, a proposed scope of work and financial plan.

Contract/Compensation:

The anticipated contract amount for this position is \$110,000 to \$140,000 annually, dependent upon qualifications and experience. This includes related contract expenses such as travel, office expenses, secretarial support, newsletter/website, and other services as needed.

Qualifications:

1) Education and Experience:

Graduation from an accredited college or university and demonstrated increasingly responsible leadership in the field of public administration and

policy formulation at regional, state or national levels. Preference will be given to persons with experience in water and natural resource administration, management and policy development.

2) Demonstrated Knowledge, Skills and Abilities:

Acceptable candidates must have a demonstrated ability to:

- a. Communicate effectively, both orally and in writing;
- b. Provide leadership within an organization;
- c. Work effectively with others;
- d. Be self motivated;
- e. Organize own activities to satisfy the work requirements of a contract, both on a daily basis and for special events;
- f. Implement policies and follow direction as established by the Board;
- g. Develop and manage approved budgets and other related administrative, fiscal and planning activities;
- h. Provide leadership, direction, oversight and consultation for the numerous projects and actions being undertaken by a Board;
- i. Develop and pursue federal legislation and funding for programs of interest, working with Congressional staff, under the direction of the Board;
- j. Coordinate, organize and carry out two to four meetings per year, which includes the preparation of agendas, meeting notices and materials, making lodging and meeting arrangements, drafting minutes and support and organization of an effective event;
- k. Work closely with Tribal governments.
- l. Build consensus and develop effective solutions.

Selection Process:

The final selection of the Executive Director will be made by a vote of the Board of Directors. The MoRAST Search Committee will conduct a national search, screen candidates and will make recommendations to the full Board of Directors. It is expected that final interviews of the top three candidates will be held by the full Board at the March 7, 2011 meeting of MoRAST in Nebraska City, Nebraska. Initial screening of applicants will be based solely upon the submitted applications.

To apply for this position, please submit the following:

- 1) Letter of application – in narrative form, include the applicant’s interest in the position and how their education and experience relate to the listed Knowledge, Skills and Abilities for this position – limit to two pages

- 2) A formal resume' of past education and work experiences – limit to three pages
- 3) A list of three references – limit to one page

Please submit these three requested documents as PDF or MS-Word format to garland.erbele@state.sd.us or submit by mail to the address noted below:

Garland Erbele
Search Committee Chairman
Missouri River Association of States & Tribes
% South Dakota Department of Environment and Natural Resources
523 East Capitol
Pierre, South Dakota 57501

The **closing date** for receipt of applications is February 4, 2011.

Candidates selected for an interview will be notified of the time and place of the interview and will be expected to pay their own travel costs for the interview expected to be held on March 7, 2011 in Nebraska City, Nebraska by the full MoRAST Board of Directors in Executive Session.

The expected starting date will be about May 1, 2011, to provide for a smooth transition in conjunction with the current Executive Director and allow time for establishment of a new MoRAST office location if needed by July 1, 2011, depending upon availability and specific arrangements with the person selected.

***THE MISSOURI RIVER ASSOCIATION OF STATES AND TRIBES IS
AN EQUAL OPPORTUNITY EMPLOYER.
Hiring is done without regard to race, color,
national origin, sex, age or disability.***